

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Department of Consumer and Regulatory Affairs**

**Department of Consumer and Regulatory Affairs (DCRA)**  
**Administrative Issuance System**

**DCRA Bulletin No. 5-02Q-08**

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**SUBJECT:** DCRA Mandatory Ethics and Integrity Training - April 2-3, 2008 (two sessions)

**EFFECTIVE DATE:** March 18, 2008

**EXPIRATION OR REPLACEMENT:** April 4, 2008

**PURPOSE AND AUTHORITY:**

This DCRA Administrative Issuance bulletin announces mandatory DCRA Ethics and Integrity Training on Wednesday, April 2<sup>nd</sup> and Thursday, April 3<sup>rd</sup> from 9 am to 1 pm. The training sessions will be held at the Mount Airy Baptist Church located at 1100 North Capitol Street N.W. Washington, D.C. 20002. There will be two sessions available and all agency personnel are required to attend one of the two training sessions scheduled.

**SCOPE:**

- All current DCRA employees including part time, temporary, and term employees are required to attend.
- Contract workers who are employees of a vendor under contract with DCRA to provide regular, ongoing DCRA operational services are required to attend.
- Consultants and contractors working on specific projects and not involved with the regular delivery of DCRA services are not expected to attend.
- Any questions regarding contractor attendance will be resolved by the DCRA Chief of Staff for the particular contractor/vendor.

**PROVISIONS:**

The Ethics and Integrity Training will be held at the Mount Airy Baptist Church at 1100 North Capitol Street, N.W. Washington, D.C. 20002.

The purpose of the Ethics and Integrity Training is to provide a legal framework for employee conduct, rationale for ethical behavior in the workplace, and general guidelines pertaining to conflict of interest.

NOTE: DAIS Bulletins are strictly procedural in nature and have direct applicability only to DCRA employees under the authority of the Director

INQUIRIES: DCRA, Office of Chief of Staff, 202-442-8944

DISTRIBUTION: Director, Deputy Directors, Program Managers, Division Chiefs, and DCRA employees

BULLETIN EXPIRES: April 4, 2008

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Attendance is mandatory for all employees (term, temp, part time and regular) and for all contractors that provide regular operational services on behalf of DCRA. Each employee will be required to attend only one session. Managers and Supervisors will make schedules as appropriate.

Managers and supervisors are responsible for ensuring that all of their subordinate employees receive a copy of this Administrative Issuance and clearly understand that expectations for attendance.

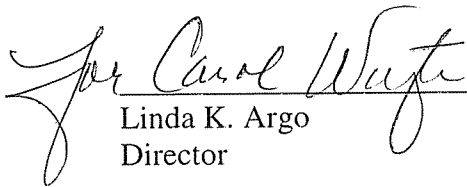
DCRA offices will **not** be closed on either day of training. Normal business hours of operation will be in effect. Managers and Supervisors will be responsible for ensuring that all operations are staffed and managed appropriately to meet customer expectations and not to disrupt any services.

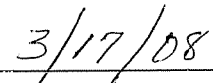
Staff attending the Ethics and Integrity Training are responsible for their own transportation to and from the training. Employees are encouraged to use public transportation; the closest Metro Stations are Union Station and New York Avenue on the Red Line.

The Training will begin promptly at 9:00 AM and all employees are expected to be checked in and seated at that time. Lunch will not be provided as the training is expected to end in the early afternoon. The training will conclude at 1:00 PM.

Previously approved leave for April 2<sup>nd</sup> and 3<sup>rd</sup> will be honored provided the leave was requested and approved in writing prior to the release of this Administrative Issuance. Employees requesting emergency leave on the day of the Ethics and Integrity Training must contact their manager prior to the 9:00 AM start time.

Clarification and additional information is available from the Office of the Chief of Staff.

  
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Linda K. Argo  
Director

  
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Date

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